

# **Sterling Public Schools**

## **REQUEST FOR PROPOSAL (RFP)**

### **Cleaning Service 2023**

**Posting Date: March 13, 2023**

**Due Date: April 10, 2023  
1:00 PM**

**There will be a scheduled walk through on  
March 28, 2023 at 1:00 p.m. at  
Sterling Community School  
251 Sterling Road  
Sterling, CT 06377**

**Request for Proposal  
Sterling Public Schools  
Custodial Service Proposal**

**SECTION I. INSTRUCTIONS**

**A. General Proposal Procedures**

1. A paper original of the proposal is due no later than April 10, 2023 at 1:00 PM, at which point the proposals will be opened.
2. To:

**Sterling Public Schools  
251 Sterling Road, Sterling, CT 06377  
Attn: Courtney Brannon**
3. The paper proposal shall be placed in a sealed envelope and clearly marked:

**Custodial Service Proposal 2023**
4. The electronic RFP can be received by emailing: [cbrannon@sterlingschool.org](mailto:cbrannon@sterlingschool.org)
5. Any proposals received after the submission date will be considered void and unacceptable. Sterling Public Schools is not responsible for lateness of mail, carrier, etc. Changes and modifications to the proposal after the submission are not permitted but the District reserves the right to request alternate pricing based on need or interest.
6. The bid response must remain valid through May 30, 2023 to allow for Board of Education approval.
7. This RFP document will become an addendum to the contract that is signed with the awarded bidder. The bidder will assume responsibility for complying with the language of this RFP in regards to the wishes of the District.

## **B. Specifications**

**Please refer to the attached Scope of Service (Exhibits A and B)**

## **C. Evaluation Criteria/Proposal Selection**

1. All proposals issued shall be subject to evaluation by the Sterling Public Schools representatives. Evaluation criteria will include, in part:
  - Compliance to specifications
  - History & background of firm
  - Responses to references
  - Other items that may be deemed relevant to District representatives
2. The price calculation must include all expenditures not included in your proposal. The District will assume the bidder is liable for all expenses not identified in the proposal. End of contract fees must also be clearly identified, if they apply. This includes any potential removal of service fees.
3. Vender reliability and qualifications. Proposing bidders will be evaluated through references on their reliability and qualifications to properly maintain the school property.
4. Sterling Public Schools reserves the right to waive any irregularities in the proposal and to accept or reject any or all proposals, or portions thereof, or to accept other than low bid, if it deems such action to be in its best interests. Sterling Public Schools reserves the right to conduct discussions, request additional information and accept revisions of proposals from any or all bidders. Sterling Public Schools reserves the right to negotiate with the bidder whose proposal is deemed strongest by the Selection Committee. Sterling Public Schools reserves the right to make such investigations as deemed prudent to determine bidder's qualifications and eligibility, including but not limited to, requests for financial statements and company profiles.

## **SECTION II. SUBMITTAL**

### **A. Information/Questions**

Prospective bidders may request clarification of information contained in this RFP. All such requests must be received by the close of business (3:30 p.m.) on March 27, 2023.

A response to all written requests will be provided within one (1) business day after the receipt of such request. All inquiries must be submitted to:

**Attn: Courtney Brannon**

**Office phone: (860) 564-2728 ext. 3204**

**Email: [cbrannon@sterlingschool.org](mailto:cbrannon@sterlingschool.org)**

### **B. Incurring Costs**

Any recipient of the RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a proposal, or otherwise responding to the RFP, or any negotiations incidental to its proposal or the RFP.

## **SECTION III. INSURANCE**

Contractor shall purchase and maintain for the life of the contract insurance with limits of liability as required by law or as set forth below, whichever is greater.

- Worker's Compensation and Employer's liability at a minimum of \$500,000 or at statutory limits if greater.
- Commercial General Liability made on an Occurrence Form basis which includes at minimum the following types of coverage:
- Contractual liability, advertising and personal injury, products and completed operations, and an installation floater, showing limits of \$1,000,000 per occurrence, and a general aggregate limit of \$2,000,000.
- Sterling Public Schools shall be identified as an additional insured under the coverage. Certificates of insurance shall be on standard format acceptable to the District and shall be filed with the District before commencing the contract. These certificates shall contain a provision that coverage provided under the policies will not be canceled without at least thirty (30) days prior written notice given to the District. The Contractor shall require its subcontractors to maintain equivalent coverage. FERPA COMPLIANCE: The Contractor and its employees and agents agree to comply with the requirements of the Family Education Rights and Privacy Act (FERPA), 20 USC 1232g with respect to the confidentiality of student records and personally identifiable student information, including but not limited to the requirement not to disclose any student record or personally identifiable student information to any other party without the prior written consent of the student's parent or legal guardian or from an eligible student who has reached majority age.

#### **SECTION IV. OTHER RELATED MATTERS**

The Sterling Public Schools is committed to prohibiting discrimination in employment on the basis of race, color, sex, age, religion, national origin, citizenship, height, weight, marital status, or handicap. These factors will not be improperly considered by the District in recruitment, examination, appointment, training, promotion, retention, salary determination, discipline, or any other conditions of employment.

The Bidder(s) and its subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with the respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relating to employment, because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of the Contract.

Scope of Service	Exhibit A
Contract Services	Prepared for:
Areas to be Serviced:	Sterling Community School
Classrooms, Offices, Corridors, Gym, Cafeteria, Kitchen, Lobby, Library, Restrooms	251 Sterling Road
	Sterling, CT 06377

EXTENT OF SERVICE				FREQUENCY OF SERVICE					
I. Classrooms	Daily	3X Per Wk	2X Per Wk	Weekly	Bi-Weekly	Monthly	Quarterly	Semi-Annually	As Directed
1. Empty all trash bins	X								
2. Dust mop, including soil under area rugs	X								
3. Vacuum all area rugs	X								
4. Dust all horizontal surfaces (except student desks)					X				
5. Spot clean glass		X							
6. Spot clean walls							X		
7. Damp mop tile floors	X								
8. Wet clean chalkboard tray							X		
9. High/low dust				X					
10. Restock paper supplies & soaps	X								
11. Clean sinks & counters, polish bright work & dispensers	X								
12. Clean in classrooms per spec (see Restrooms)	X								
13. Glaze Restore & High-Speed Burnish Vinyl Cut Tiles						X			
II. Stairwells & Elevator									
1. Empty large recycling receptacles				X					
2. Dust mop or vacuum stairs and landings of central stairs	X								
3. Dust mop or vacuum stairs and landings of end stair wells		X							
4. Dust mop or vacuum elevator		X							
5. Spot clean glass			X						
6. Spot clean walls							X		
7. Damp mop stairs & landings in central stair well	X								

Scope of Service				Exhibit A					
Contract Services				Prepared for:					
Areas to be Serviced:				Sterling Community School					
Classrooms, Offices, Corridors, Gym, Cafeteria, Kitchen, Lobby, Library, Restrooms				251 Sterling Road					
				Sterling, CT 06377					
EXTENT OF SERVICE				FREQUENCY OF SERVICE					
<b>II. Stairwells &amp; Elevator (cont)</b>	Daily	3X Per Wk	2X Per Wk	Weekly	Bi- Weekly	Monthly	Quarterly	Semi- Annually	As Directed
8. Damp mop stairs & landings in end stair wells & elevator			X						
9. Breakdown cardboard & remove to recycling dumpster		X							
10. Clean area behind bleachers				X					
11. Dust/wipe ledges and rails				X					
12. High/low dust				X					
13. Polish stainless steel in elevator			X						
<b>III. Offices, Lobby, &amp; Lounges</b>									
1. Empty all trash bins	X								
2. Dust all horizontal surfaces			X						
1. Spray entire interior of building with COVID disinfectant	X								
2. Spot clean desktops (coffee, soft drink, etc)				X					
3. Spot clean glass doors & partitions	X								
4. Vacuum carpets or dust & damp mop entire floor surface	X								
5. Spot clean spills & spots on carpet & floors	X								
6. Clean & sanitize drinking fountains	X								
7. Clean & sanitize sinks & counter areas	X								
8. Restock paper products & soaps	X								
9. Wipe clean & sanitize exposed areas of tables	X								
10. Wipe clean & sanitize exteriors of appliances	X								
11. Glaze Restore & High-Speed Burnish VCT						X			
(Continued...)									

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Classrooms, Offices, Corridors, Gym, Cafeteria, Kitchen, Lobby, Library, Restrooms					251 Sterling Road								
					Sterling, CT 06377								
EXTENT OF SERVICE					FREQUENCY OF SERVICE								
<b>IV. RESTROOMS &amp; LOCKER ROOMS</b>					Daily	3X Per Wk	2X Per Wk	Weekly	Bi- Weekly	Monthly	Quarterly	Semi- Annually	As Directed
1. Clean, sanitize & polish all vitreous fixtures including toilet bowls, urinals, hand basins, etc.					X								
2. Clean all glass & mirrors					X								
3. Empty all containers & disposals, insert liners as required, spot clean & sanitize containers					X								
4. Empty & sanitize interior of sanitary container					X								
5. Spot clean all walls, doors, & partitions						X							
6. Refill all dispensers to normal limits- soap, tissue, paper towels, cups, etc. Supplies furnished by SCS					X								
7. Dust all horizontal surfaces including sills, moldings, ledges, shelves, frames, ducts, etc.								X					
8. Sweep, damp mop & sanitize hard floors					X								
9. Machine scrub, extract & neutral (clean water) rinse tile & epoxy floors												X	
10. Intentionally left blank													
<b>V. CORRIDORS, GYMNASIUM, CAFETERIA &amp; KITCHEN</b>													
1. Empty all trash bins and replace liners					X								
2. Clean & sanitize drinking fountains					X								
3. Dust horizontal surfaces								X					
4. Spot clean walls & door glass								X					
5. Dust mop entire gymnasium floor surface						X							
6. Dust mop resilient floor surface in Gymnasium							X						
7. Clean & sanitize all table tops and horizontal surfaces in cafeteria & kitchen					X								
(Continued...)													



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Classrooms, Offices, Corridors, Gym, Cafeteria, Kitchen, Lobby, Library, Restrooms				251 Sterling Road								
				Sterling, CT 06377								
EXTENT OF SERVICE				FREQUENCY OF SERVICE								
<b>V. CORRIDORS, GYMNASIUM, CAFETERIA &amp; KITCHEN (cont)</b>				Daily	3X Per Wk	2X Per Wk	Weekly	Bi- Weekly	Monthly	Quarterly	Semi- Annually	As Directed
8. Dust mop & Damp mop entire cafeteria & kitchen				X								
9. Dry mop/vacuum & damp mop/automop corridors				X								
10. Spot mop gymnasium due to spills <b>AS NEEDED</b>												
11. Dust ledges, lockers, furniture, fixtures in corridors									X			
12. Spot clean walls, drops, glass & lockers as needed							X					
13. Vacuum bleachers							X					
14. Machine scrub, extract (wet vac) & neutral rinse gymnasium floor										X		
<b>VI. Floors and Carpets</b>				Daily	3X Per Wk	2X Per Wk	Weekly	Bi- Weekly	Monthly	Quarterly	Semi- Annually	Annually
1. Spot Damp Mop				X								
2. Restore & high-speed burnish corridors							X					
3. Restore & high-speed burnish classrooms									X			
4. Restore & high-speed burnish cafeteria										X		
5. Machine scrub floors & recoat w/2 coats of finish in corridors											X	
6. Machine scrub floors & recoat w/2 coats of finish in classrooms												X
7. Machine scrub floors & recoat w/2 coats of finish in cafeteria											X	
8. Strip, clean, refinish & machine polish corridors												X
9. Strip, clean, refinish & machine polish classrooms												X
10. Strip, clean, refinish & machine polish cafeteria												X
11. Machine scrub kitchen floor, extract & neutral rinse											X	
(Continued...)												

Scope of Service					Exhibit A				
Contract Services					Prepared for:				
Areas to be Serviced:					Sterling Community School				
Classrooms, Offices, Corridors, Gym, Cafeteria, Kitchen, Lobby, Library, Restrooms					251 Sterling Road				
					Sterling, CT 06377				
EXTENT OF SERVICE					FREQUENCY OF SERVICE				
<b>VI. FLOORS &amp; CARPETS (cont)</b>	Daily	3X Per Wk	2X Per Wk	Weekly	Bi- Weekly	Monthly	Quarterly	Semi- Annually	Annually
12. Machine scrub gymnasium floor	5X Per Year								
13. Prevacuum & dry extract entrance w/HOST system	12X Per Year								
14. Prevacuum & dry/water extract school office carpeting								X	
15. Prevacuum & hot water clean all other carpets									X
16. Hot water extract library stools									X
17. Hot water extract all classroom area carpets									X
18. Machine scrub tile lobby, grout, extract & neutral rinse								X	
19. Machine scrub stairwells, extract & neutral rinse									X
20. Notify building contact of any observed irregularities (i.e. defective plumbing, door issues, inventory issues) as needed	As needed								
21. Turn off all lights except those to be left on. Close windows & lock all doors at end of day	X								
22. Supervisor site visit						X			
23. Provide a full time Day Custodian to be directed by SCS staff to perform on call day porter duties, facility, grounds, & equipment maintenance tasks	X								
24. Provide a part-time Day Helper to maintain cafeteria & restrooms during the day	X								
25. On call response & after hours emergencies 24/7	As needed								
26. Provide all grounds keeping, landscaping, snow removal, sand removal, mulch spreading, facility upkeep & additional equipment to complete such tasks	As needed								
27. Inspect facility for possible maintenance issues						X			
28. Coordinate, schedule & monitor facility maintenance related work. Solicit estimates for maintenance related work.	As needed								
(Continued...)									

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EXTENT OF SERVICE	FREQUENCY OF SERVICE
<b>VII. Summer Services</b>	
1. Strip & refinish all corridor & classroom floors	
2. Machine shampoo all carpeted areas	
3. Wash walls & lockers	
4. Wash all desks and chairs	
5. Clean all chairs & tables in the cafeteria & library	
6. Clean all furniture in lounges & offices	
7. Wash all washroom walls, stalls, & fixtures	
8. Clean all mats & runners	
9. Wash all wastebaskets	
10. All grounds keeping, landscaping, sand removal, mulch spreading, facility upkeep	
11. Wash all windows & doors, inside & out	

Scope of Service					Exhibit B				
Contract Services					Prepared for:				
Areas to be Serviced:					Sterling Community School				
Entire Facility and Grounds					251 Sterling Road				
					Sterling, CT 06377				
EXTENT OF SERVICE					FREQUENCY OF SERVICE				
<b>I. Physical Building Interior/Exterior</b>	Daily	3X Per Wk	2X Per Wk	Weekly	As Needed	Monthly	Quarterly	Semi- Annually	As Directed
1. Maintain employee on premises during operational hours	X								
2. Designated Lunchroom Attendee for 4 hour shift during lunch & kitchen/cafeteria/stage cleanup	X								
3. Day custodian to be first on alarm/facility concern call list	24/7								
4. Designated Evening Summer Project/Supervisor	X								
5. Disarm security system, unlock entire facility every morning; completely lock & arm system at the end of the evening	X								
6. Inspect fire extinguishers monthly						X			
7. Replace light bulbs and ballasts inside/outside & maintain proper inventory of various bulbs					X				
8. Maintain all maintenance logs, schedule any vendor services & monitor successful completion					X				
9. Maintain MSDS sheets, conduct safety inspections & report safety concerns					X				
10. Perform light plumbing duties, clean clogged traps, adjust/repair flushers, leaky faucets, & drains					X				
11. Repair/adjust windows, doors & door locks ensuring proper operation					X				
12. Monitor & report possible facility concerns					X				
13. Order heating oil and other building supplies					X				
14. Adjust climate control in rooms as needed; conserve energy during unoccupied times	X								
15. Repair & paint walls during school breaks					X				
16. Replace HVAC filters, broken/damaged floor, carpet & ceiling tiles								X	
17. Solicit, organize & compile facility related contractor bids. Schedule, monitor & report upon completion					X				
(Continued...)									

Scope of Service					Exhibit B					
Contract Services					Prepared for:					
Areas to be Serviced:					Sterling Community School					
Entire Facility and Grounds					251 Sterling Road					
					Sterling, CT 06377					
EXTENT OF SERVICE					FREQUENCY OF SERVICE					
<b>I. Physical Building Interior/Exterior (cont.)</b>	Daily	3X Per Wk	2X Per Wk	Weekly	As Needed	Monthly	Quarterly	Semi-Annually	As Directed	
18. Inspect/report, & remove/repair all vandalism and graffiti					X					
19. Organize, store, stock, deliver & replenish office/teaching supplies					X					
<b>II. Groundskeeping &amp; Landscaping</b>										
1. Provide landscaping tractor including plow for snow removal & bucket for landscaping duties	X									
2. Provide snow removal & distribute ice melt for all asphalt/concrete surfaces at no additional cost					X					
3. Complete exterior building inspection, maintenance & organize contractor process when needed						X				
4. Complete snow removal & ice melt to ensure timely opening of school & maintain walkways during operation					X					
5. Facilitate the acquisition, delivery, distribution and maintenance of mulch per standards for playgrounds & other areas					X					
6. Inspect, monitor, and remove trash/debris from grounds & exterior trash bins				X						
7. Plant, flowers, shrubs etc. per Superintendent and water, maintain, & prune as needed					X					
8. Facilitate spring sand removal from all asphalt/concrete areas					X					
9. Paint parking lot stripes as they fade					X					
10. Provide all lawn mowing, trimming, & athletic field maintenance				X						
11. Maintain all landscaping equipment in accordance with maintenance schedules to ensure proper & safe operation.					X					

## **Attachment A Cost Sheet**

The bidder is to return as part of their response a completed copy of the Scope of Service (Exhibits A and B) provided.

All pricing is to be provided using this form. Bidder shall list any exception to the equipment specifications on a separate sheet and include their exception list with their proposal.

Any bidder that proposes an alternate proposal must also first submit a primary proposal that meets or exceeds the requirements specified.

All proposals must include:

The cost of our Custodial and Project Work as indicated in Exhibit A and Exhibit B including:

First Shift:

1 Full Time/Lead Custodian

1 Part Time Employee

Evenings:

As many as needed to complete the Scope of Services.

Monthly Fee: \_\_\_\_\_

Annual Fee: \_\_\_\_\_

Also, please price the service without the first shift lead custodian. Sterling Community School may provide the lead custodian.

# ATTACHMENT B

## Bidder References

***Bidder's Name:*** \_\_\_\_\_  
Print clearly or type

***Reference:***  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Contact Address: \_\_\_\_\_

***Reference:***  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Contact Address: \_\_\_\_\_

***Reference:***  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Contact Address: \_\_\_\_\_

## ATTACHMENT C

### Service Information

*Bidders are required to complete and return this section.* Please respond to the following inquiries:

1. How long has your company been serving commercial establishments?
2. What training has the staff that will be placed at our location have that is specifically for a school environment?
3. What additional value added services do you provide?



## **ATTACHMENT D**

### **Authorized signature**

I have read and fully understand the above Request for Proposal (RFP).

I am a person in this firm having the authority to bind the firm in a contract.

**Authorized Signature:** \_\_\_\_\_

**Printed Name and Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_  
**(Please Print Clearly)**

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## **ATTACHMENT E**

### **Checklist**

Bidders need to be certain that their proposal has met the specific inquiries of this RFP. They include, but are not limited to:

1. Have you clearly identified the training that comes with your proposal?
2. Have you clearly identified all costs associated with your proposal?
3. Have you identified any contractual difference in language?
4. Have you provided references?
5. Have you filled out the **Attachment A Cost Sheet**?